



Web-Based Time and Attendance Distribution System (WebTADS)

TOPIC: Telework – Recording on Timesheet

Where: Employee Timesheet and Add Projects page

Who: Employee, POC, or Approver

When: Anytime

Procedure:

After an employee has been approved to telework on either the 'Episodic' or 'Core' option in WebTADS, the telework checkbox is available on the Add Projects Page. To access the Add Projects page, click the Add icon from the timesheet.



Project  (Add)	Total	Sun 02/20 0.0	Mon 02/21 9.0
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To track telework to a project code:

1. Highlight the appropriate laborcode,
2. Choose the appropriate hour type,
3. Enter a Remark if necessary
4. Click the telework checkbox, to apply the telework remark.
5. Click Add Project.

Add Projects for BELL, TINKER

1 Labor Code(s) Found

WBS	Mission	Theme	Program	Description

SEARCH RESET

Laborcode -- Description (Mission, Theme, Program)

111111.01.01 -- Project Code for Testing	Hour Type REG -- Regular	Remark

☒ Telework

Add Project

[390708.01.10 to- 928719.01.10]








Choose leave and special hour types here:

AL -- Annual Leave

Add Leave

Result:

Notice that the project code with telework tracking has now been added to the timesheet and hours can now be recorded in the usual manner.

Project  (Add)	Total	Sun 10/30 0.0	Mon 10/31 8.0	Tue 11/01 8.0	Wed 11/02 8.0	Thu 11/03 8.0	Fri 11/04 8.0	Sat 11/05 0.0
 111111.01.01 Project Code for Testing REG	16.0	0.0	8.0	0.0	8.0	0.0	0.0	0.0
 111111.01.01 Project Code for Testing REG TWORK	23.5	0.0	0.0	8.0	0.0	7.5	8.0	0.0
 111111.01.01 Project Code for Testing CTE TWORK	2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0
 111111.01.01 Project Code for Testing AL	0.5	0.0	0.0	0.0	0.0	0.5	0.0	0.0
 111111.01.01 Project Code for Testing HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
 111111.01.01 Project Code for Testing CTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	42.0	0.0	8.0	8.0	8.0	8.0	10.0	0.0

Special Considerations:

All employees default to a status of 'Not Eligible' for telework. Before being set to an 'Episodic' or 'Core' telework plan, an employee must first obtain approval. The approval



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process begins with the employee's Supervisor; additional approval may be required by the employee's center.

Telework tracking is not possible until an employee has been set to either the 'Episodic' option or one of the 'Core' options and a begin date has been entered.

An employee's telework eligibility status can be viewed on the employees 'Leave Balances' page.